

#09-26
June 4, 2009



CAREER OPPORTUNITY

UNITED STATES PROBATION SOUTHERN DISTRICT OF TEXAS

Position: Probation Clerk - Full Time Temporary Indefinite

Location(s): McAllen, Corpus Christi, and Laredo, Texas

Closing Date: Until Filled

Starting Range: \$30,493 - \$54,879 (CL23-24)*
*Salary Commensurate with Qualifications.

POSITION OVERVIEW:

The Probation Clerk assists the probation officer in his/her investigation and supervision responsibilities including: conducting inquiries and collecting verifiable information and supportable documentation; entering and maintaining data in the office's computerized database; and preparing and processing forms, documents and reports according to internally established standards and procedures. Also prepares and updates case files; answers and screens phone calls and provides information to a wide variety of individuals representing the court, other agencies and the general public. Performs other duties as may be assigned.

QUALIFICATIONS:

- High School diploma required. Some college preferred.
- Two years of clerical experience required. Receptionist experience preferred.
- Must be able to communicate effectively with a variety of people.
- The successful candidate will possess excellent interpersonal skills.
- Good organizational skills required.
- Experience in maintaining an office file system is required.
- Experienced and proficient with automated office equipment (PC's). Experience with Corel Word Perfect preferred. Minimum of 50 WPM typing required.

Positions with the United States Probation Office are excepted appointments. Employees are not under the Civil Service System and are "at will" employees.

BENEFITS:

Benefits include participation in the retirement system, health and life insurance programs, holiday and leave accrual, and periodic salary increases. The United States Probation Office is not authorized to reimburse candidates for travel or moving expenses. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.

HOW TO APPLY:

Please submit a completed employment application with a resume and cover letter noting the position number and location of the position, explaining why you are interested in the position and detailing your relevant training and experience via email to employment@txs.uscourts.gov, or via mail to:

U.S. District Court
Human Resources Department
Attention: Robert Rodriguez
P.O. Box 61010
Houston, Texas 77208

An application form can be obtained at www.txs.uscourts.gov or by calling 713-250-5277.

Internal applicants may apply by submitting a memorandum along with a current resume and employment application to Human Resources with a copy to their immediate supervisor. The memo should include the information requested in the cover letter above.

The United States Probation Office reserves the right to withdraw the announcement without prior notice. Applications submitted for this position may be considered for similar positions which may occur within 90 days from date position is filled. The final candidate may be subject to a credit check and records check with law enforcement agencies.

Applicants may be asked to take proficiency tests.

EQUAL OPPORTUNITY EMPLOYER